

### **Co-ordinator Role Description**

Read Easy Sheffield is a volunteer led organisation that provides free, one-to-one reading coaching for adults in Sheffield. By supporting people to tackle their reading difficulties we also enable them to become more independent, move on to other education or training if they wish, improve their employment opportunities, support their children's or grandchildren's reading and begin to explore many other opportunities in life as well.

As a coordinator you'll be responsible for pairing people who want to learn to read and volunteer coaches and providing them with ongoing support and guidance. This role holds a lot of responsibility but is truly rewarding and gives you the opportunity to make a difference to adults in your community who struggle with reading.

#### **Main responsibilities:**

- Enrolment of new readers
- Interviewing potential coaches (alongside volunteer recruiter)
- Pairing coaches and readers
- Ongoing support to reader/coach pairs; regular communication with coaches
- Observing coaching sessions
- Record keeping

#### **Personal Qualities & Skills needed:**

- Excellent communication skills
- Strong organisational and time management skills
- Commitment to helping others meet their goals.
- Able to work independently whilst also being a team player
- Good record keeping skills
- Good computer skills
- Strong personal literacy
- Commitment to equality & diversity
- Commitment to confidentiality

#### **What's in it for you!**

- The opportunity to make a significant difference to the lives of people in your community
- Becoming part of a friendly team of dedicated volunteers
- The satisfaction of seeing someone progress through their reading journey

#### **What you'll get from us**

- Full induction and ongoing support from the management team.
- Regular 1-1 meetings with the Team Leader.
- Travel expenses and office costs related to the role.

Time commitment: 10 hours/week (min)

For more information or to apply for the role please get in touch with Anna at [sheffieldrecruiter@readeasy.org.uk](mailto:sheffieldrecruiter@readeasy.org.uk)